

**1** Order the letters and write the verbs in the sentences.

- 1 You need a knife to chop (hcpo) the onions and carrots.
- 2 \_\_\_\_\_ (ryf) the garlic in a bit of oil.
- 3 \_\_\_\_\_ (liesc) the tomato and put it on top of the pizza.
- 4 Carefully \_\_\_\_\_ (ruop) the smoothie into the glass.
- 5 Slowly \_\_\_\_\_ (dda) the milk.

**2** Complete the email with these phrases.

~~are things~~ can't wait decided to have great to hear  
I was wondering just finished let me know

Hi Tanya,

How <sup>1</sup> are things? It was <sup>2</sup> \_\_\_\_\_  
from you last week. I <sup>3</sup> \_\_\_\_\_ to  
hear more about your new school.

We've <sup>4</sup> \_\_\_\_\_ our exams here –  
the Maths exam was really difficult! We've  
<sup>5</sup> \_\_\_\_\_ a class lunch to celebrate  
the end of the year. It's next Thursday. The plan  
is for everyone to make a tasty dish and then we  
can all share the food. I'm making a pizza. I buy  
the pizza base, of course. First, I fry some onions  
and garlic. Next, I chop some tomatoes and mix  
them with the onions. After that, I put the mixture  
onto the pizza base. Then, I boil one or two eggs,  
slice them and put them on the pizza. Finally,  
I slice some delicious cheese to put on top.

Anyway, <sup>6</sup> \_\_\_\_\_ if you'd like to  
come. We'd all be really pleased to see you again.

<sup>7</sup> \_\_\_\_\_ if you can make it.

Rob

**3** Choose the correct sequencers in the recipe.

<sup>1</sup> First / Then, I mix egg and cinnamon in  
a bowl. <sup>2</sup> Finally / Next, I pour in some milk and  
mix again. <sup>3</sup> After that / First, I put the bread  
in the mixture. <sup>4</sup> Finally / Then, I fry the bread  
on both sides. <sup>5</sup> Next / Finally, I sit down and  
eat my breakfast!

**4** Order the words to make phrases for an email to a friend.

- 1 to ask / like to come / I'm writing / if you'd / .  
I'm writing to ask if you'd like to come.
- 2 soon / see / you / .  
\_\_\_\_\_
- 3 great / your holiday / it was / to hear about / .  
\_\_\_\_\_
- 4 for getting / thanks / in touch / .  
\_\_\_\_\_
- 5 for / now / bye / .  
\_\_\_\_\_

**5** Complete the notes with these phrases.

at her new school I'm making invite her  
next Friday suggest what she ~~to email~~

- remember <sup>1</sup> to email Marta (our class last year)
- glad she's happy <sup>2</sup> \_\_\_\_\_
- tell her about class lunch <sup>3</sup> \_\_\_\_\_
- tell her what <sup>4</sup> \_\_\_\_\_
- <sup>5</sup> \_\_\_\_\_ to the lunch
- <sup>6</sup> \_\_\_\_\_ should bring

**WRITING TIME**

Write an email to Marta using the notes in Exercise 5.

**FIND IDEAS**

Make notes about:

- what you're celebrating
- what food you're planning to make
- what Marta should bring to the party

**PLAN AND WRITE**

- Organise your ideas into paragraphs. Use the email in Exercise 2 to help you.
- Write a draft email.

**CHECK**

- Check language: did you use sequencers and imperatives for your recipe?
- Check grammar: did you use the Present Perfect correctly?
- Write the final version of your email.